

Chief, Planning and Review Staff, ORR

14 December 1959

THRU : Chief, Industrial Division, ORR
Chief, Military Economics Branch, D/I

IBM Runs of Analyst Time Distribution

REF. : Memorandum of DCh/E dated 30 November 1959

1. In accordance with the referenced memorandum, we have reviewed the use of the subject runs in this branch. Of the various runs mentioned, we receive only the following:

2.a. Analyst Report (I/ME portion only)

2.c. Division Project Report (I/ME and I/WA portions only)

3.a. Activity Report

(The symbolic references above refer to the appropriate paragraph of the referenced memorandum.)

2. The primary purpose to which the first two runs are now put is to cross check our internal summaries of the situation. There have been occasions in the past and it is conceivable that there may be occasions in the future when it may not be possible to maintain the internal records on a current basis. In this event these runs serve as a substitute for the internal records.

3. The last of the three above runs is used primarily to support and improve our program planning and review and in this connection serves as a useful managerial tool. It should be noted that the internal and external records seldom agree, indicating the possibility of considerable misclassification in the machine run procedures. Generally, the sort of information contained in these reports is used as an historical record of the expenditure of resources rather than as a more direct management aid.

4. In addition to the three reports which we receive, we find the following reports of value:

2.d. Project Report

3.e. Project Number Report

5. The first of these is most useful to this branch in connection with preparing project transmittal memoranda, particularly on area-wide projects, where it also provides an interim record of the expenditure of time by other branches.

6. The latter of the above two runs is useful for reconstructing the history of any given project from initiation to completion.

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